

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY**

Office Assistant

Please follow the specific application filing instructions at the bottom of this page!

Open To: Candidates on the current examination list.

Location: Manson Youth Institute - 42 Jarvis Street, Cheshire, CT 06410

Position: 002200

Hours: Monday –Friday 1st shift
40 Hours per week with benefits

Salary: \$39,709.00 - \$52,100.00 (New hires to State Service start at the minimum salary range)

Closing Date: November 26, 2014

ELIGIBILITY REQUIREMENTS: Candidates must have applied for and passed the Office Assistant exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer.

MINIMUM QUALIFICATIONS: Knowledge of office systems and procedures including proper telephone usage and filling; oral and written communication skills; skill in performing arithmetical computations; basic interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to schedule and prioritize workflow; ability to read and interpret complex instructions.

GENERAL EXPERIENCE: Two (2) years general clerical work experience.

SUBSTITUTION ALLOWED: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

PREFERRED EXPERIENCE: Candidates with the following skills and experience will be given preference:

- Proficiency using Microsoft Office Suite (PowerPoint, Word, Excel and Access etc);
- Strong organizational skills;
- Detail oriented;
- Experience in a fast paced environment;
- Ability to establish positive working relationships

NOTE: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

APPLICATION INSTRUCTIONS

Interested and qualified candidates who meet the above requirements should submit the requested documents as follows;

1. Cover letter,
2. Resume,
3. Two (2) letters of professional references from current and/or previous supervisors. State employees must submit their two most recent performance appraisals in lieu of references.
4. Application for Employment (Form CT-HR-12) which is available at http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf
5. State of Connecticut Addendum-Criminal Conviction (Form CT-HR-13) which is available at http://das.ct.gov/HR/Forms/CT-HR-12A_Addendum.pdf

Applications must be postmarked no later than the closing date indicated above. Incomplete application packages will not be considered. Interviews will be limited to those whose experience and training most closely meet the requirement of this position. **Due to the large volume of applications received, we are unable to provide confirmation of receipt or status updates during the recruitment process.**

Please mail application packages to:

**Department of Correction
Recruitment Unit**

Attention: Emily Kennedy, HR Assistant
24 Wolcott Hill Road
Wethersfield, CT 06109

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.